

Movement - Turnover Report

ZHR_RPTPYU26

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
02/22/2007	Janet Pasion	Initial Draft
02/22/2007	Lesa Terry	Reviewed
02/22/2007	Chylynn Hansel / Janell Crumpacker	SME Reviewed & Approved

Purpose

Use this procedure to identify employees who have left an agency or sub-agency (Business / Personnel Area); have been hired into the agency or sub-agency (Business / Personnel Area); or who have moved into other areas within the agency or sub-agency (Business / Personnel Area).

Trigger

Perform this procedure when identifying employees who had movement in or out of the agency or sub-agency (Business / Personnel Area).

Prerequisites

- An action in HRMS has been performed such as a New Hire, Re-Hire, Separation or an Appointment Change.

Transaction Code

ZHR_RPTPYU26

Date	Procedure Update Log
02/22/2007	Created

Helpful Hints

To identify employees who have transferred within the Personnel Area, the columns Old Pers. Area and New Pers. Area will have the same Personnel Area number and the action will always be an Appointment Change (U3).

To identify employees who have transferred out of the Personnel Area, the column Old Pers. Area will indicate the losing Personnel Area, while the column New Pers. Area will indicate the gaining Personnel Area with the action of Appointment Change (U3).

Procedure

1. Start the transaction using the transaction code **ZHR_RPTPYU26**.

Movement / Turnover Report



Selection Criteria


Date From			
Date To			
Employee Number		to	
Personnel Area		to	
Business Area		to	


ALV Options

Layout Variant	
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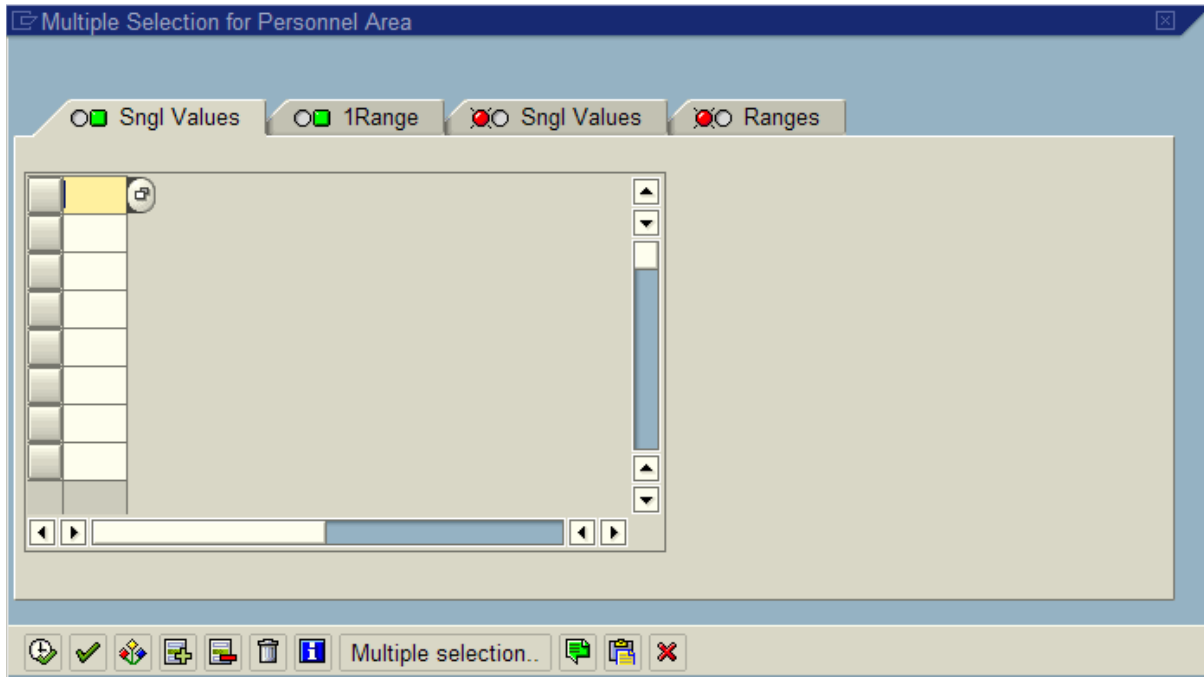
2. As required, complete/review the following fields:


Field Name	R/O/C	Description
Date From	R	Will run the report using the specified date as the beginning date. Example: 10/01/2006
Date To	R	Will run the report using the specified date as the end date. Example: 10/31/2006
Personnel Area	C	A specific agency/sub-agency in the State of Washington.  A Personnel Area or Business Area must be entered. Example: 1110 (Department of Personnel)
to	O	A specific agency/sub-agency in the State of Washington.  If there are multiple sub-agencies, an additional Personnel Area may be entered here OR follow the steps below to add several Personnel Areas. Example: 1111 (Human Resource Information Systems Division)

Field Name	R/O/C	Description
Business Area / to	C	<p>A specific agency in the State of Washington.</p> <p> This selection option will run the report for the specified agency including their Personnel Area(s). A Personnel Area or Business Area must be entered.</p> <p>Example: 1110 (Department of Personnel)</p>

- 2.1** To add multiple Personnel Areas, click  (Multiple Selection) to the right of the **Personnel Area** fields.

Multiple Selection for Task Type



- 2.2** Click in the empty field and then click on the  (Matchcode) to open the selection list.

Personnel Area (1) 184 Entries found

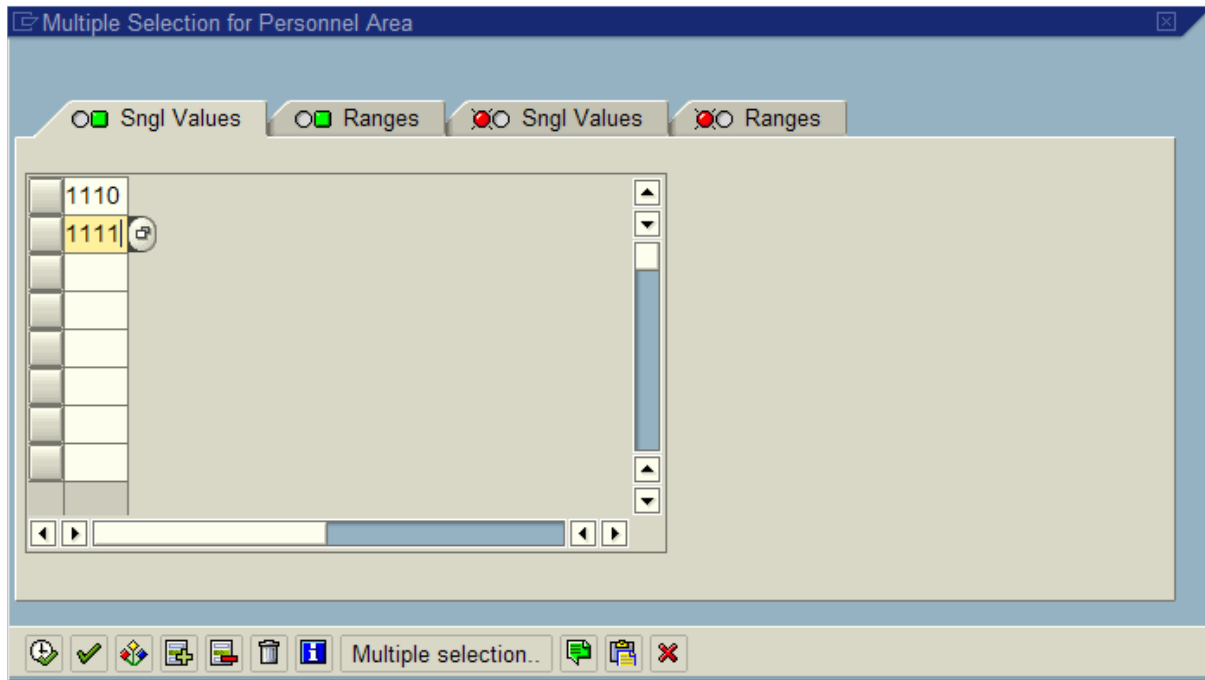
Personnel Area (1) 184 Entries found			
Restrictions			
PA	Personnel Area Text	CoCd	CGr...
0110	House of Representatives	WA01	10
0120	Senate	WA01	10
0130	Joint Transportation Comm	WA01	10
0140	Joint Leg Audit/Rev Comm	WA01	10
0200	L.E.A.P Committee	WA01	10
0350	Office of State Actuary	WA01	10
0380	Joint Legislative Sys Co	WA01	10
0400	Perm Statute Law Comm	WA01	10
0450	Supreme Court	WA01	10
0460	Wa State Law Library	WA01	10
0480	Court of Appeals	WA01	10
0500	Comm on Judicial Conduct	WA01	10
0550	Admin for the Courts	WA01	10
0560	Office of Public Defense	WA01	10
0570	Office of Civil Legal Aid	WA01	10
0750	Office of the Governor	WA01	10
0800	Lieutenant Governor Office	WA01	10
0820	Public Disclosure Comm	WA01	10
0850	Secretary of State	WA01	10
0860	Govs Ofc Indian Affairs	WA01	10
0870	Asian/American Affairs	WA01	10
0900	State Treasurer	WA01	10
0910	Redistricting Commission	WA01	10
0950	State Auditor	WA01	10
0990	Citizs Com/Sal Elect Off	WA01	10
1000	Attorney General	WA01	10
1010	Caseload Forecast Council	WA01	10
1020	Dept of Financial Inst	WA01	10
1030	Dept Comm/Trade/Econ Dev	WA01	10
1040	Forecast Council	WA01	10
184 Entries found			


2.3 Double-click on the Personnel Area to select.



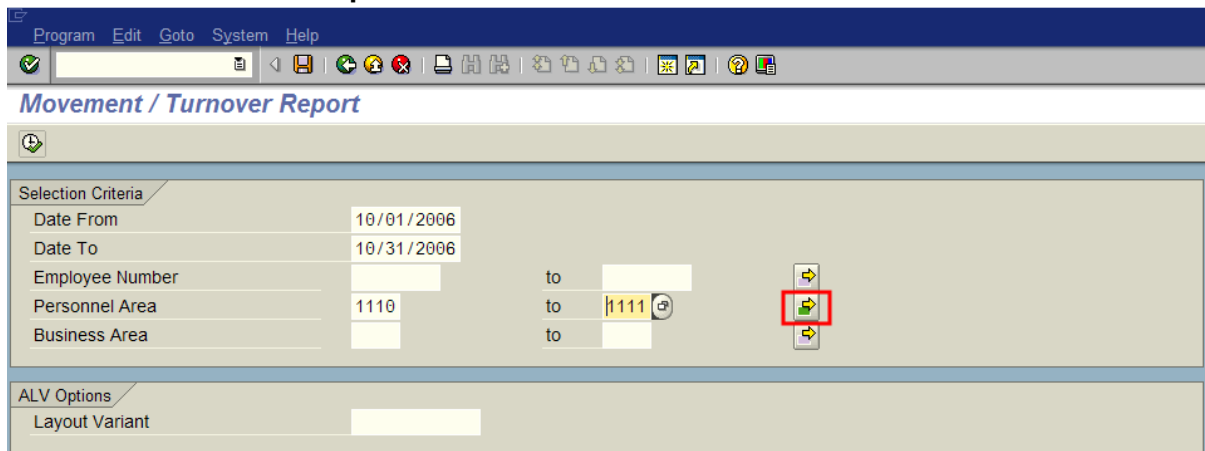
Continue to the next empty field to select additional Personnel Areas.


Multiple Selection for Personnel Area




2.4 Once your selections have been made, click  (Copy) to accept.

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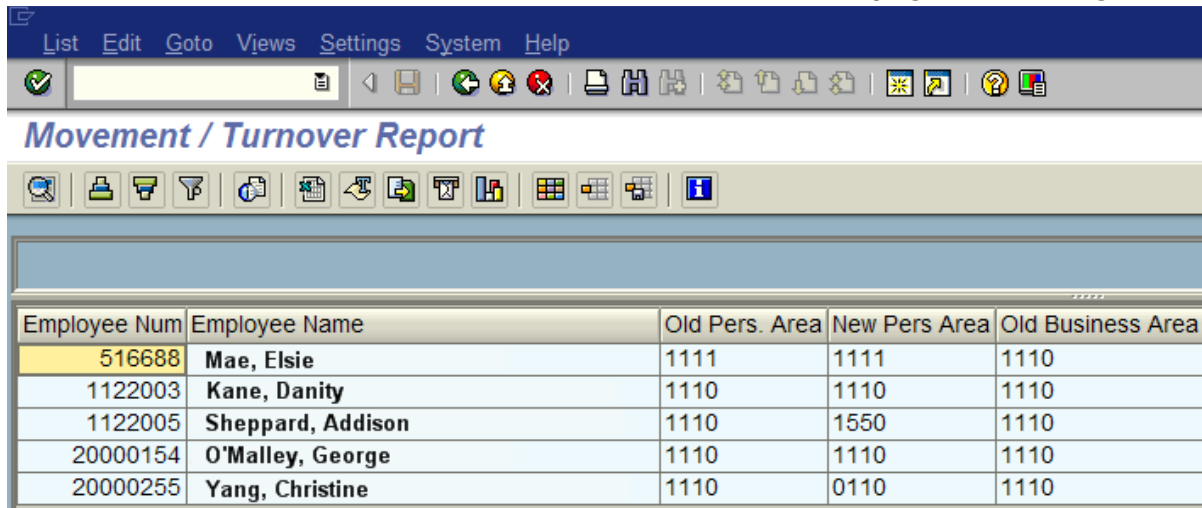


Notice the  (Multiple Selection Active) button now has a green box indicating additional data for this field.

3. Click  (Execute) to execute the report.

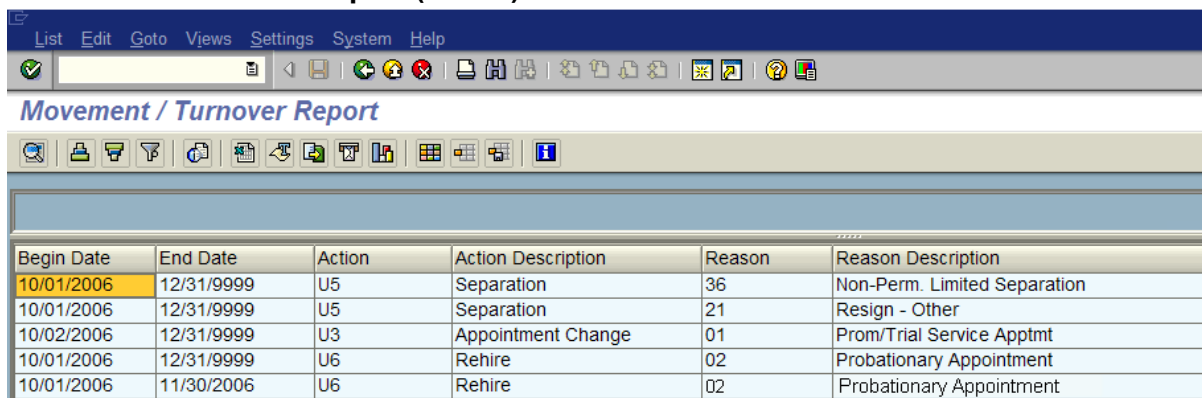
Movement / Turnover Report

Note: Results are shown here in two screenshots, left side of page, then far right.



Employee Num	Employee Name	Old Pers. Area	New Pers Area	Old Business Area
516688	Mae, Elsie	1111	1111	1110
1122003	Kane, Danity	1110	1110	1110
1122005	Sheppard, Addison	1110	1550	1110
20000154	O'Malley, George	1110	1110	1110
20000255	Yang, Christine	1110	0110	1110

Movement / Turnover Report (cont'd)



Begin Date	End Date	Action	Action Description	Reason	Reason Description
10/01/2006	12/31/9999	U5	Separation	36	Non-Perm. Limited Separation
10/01/2006	12/31/9999	U5	Separation	21	Resign - Other
10/02/2006	12/31/9999	U3	Appointment Change	01	Prom/Trial Service Apptmt
10/01/2006	12/31/9999	U6	Rehire	02	Probationary Appointment
10/01/2006	11/30/2006	U6	Rehire	02	Probationary Appointment



The above screenshots shows the results for the reporting period of 10/01/2006 to 10/31/2006. On 10/01/2006 a Separation action was performed for Danity Kane and has left Personnel Area 1110 with a reason of Resign –Other (21). On 10/02/2006 an Appointment Change action was done for Addison Sheppard indicating she had left Personnel Area 1110 for a Prom/Trial Service Apptmnt reason and is now with Personnel Area 1550. While Christine Yang was Rehired on 10/01/2006 with Personnel Area 0110 using the reason of Probationary Appointment.

4. You have completed this transaction.

Result

You have generated the report.

Comments



Report results can be exported to Microsoft Excel. See OLQR Job Aids A-Z, [General Reporting](#).